

**WASHTENAW COMMUNITY COLLEGE
HUMAN RESOURCE MANAGEMENT**

Request to Review Personnel File

Any requests to review or receive copies of a personnel file by current or former employees may take up to 3 business days to process.

All personnel files must be reviewed in Human Resource Management office with a Human Resource representative.

I, _____ request to review my personnel file on _____, at _____ with a representative from Human Resources.

Employee Signature _____ Date _____

The following information is inaccurate or incomplete:

Check the box if you would like to request a copy of my personnel file.

***Former WCC employees are required to pay a 10¢ per page. Payment must be made prior to releasing requested information. Total copies _____ Total amount _____**

Request to Obtain Personnel Information

Employee Name _____ Date of Request _____
Personnel Information Requested _____

HR Use Only

HR Representative _____ Date _____